

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

National Procedure Checklist No. 1880

Field Office Distribution

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Temporary Directives

Temporary directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
BU-615 1-18-02	FY 2002 State Office Administrative Travel Allotments	State Offices
BU-616 1-17-02	February 2002 Interest Rate Changes for Agricultural Credit Insurance Fund (ACIF) Program	State and County Offices
CN-932 1-17-02	New Agricultural Program Specialist Responsible for Cotton Automation	Cotton State and County Offices and Cotton CMA's and LSA's
CP-537 1-23-02	Global Positioning System (GPS) Distribution and Handling	State and County Offices
FI-2514 1-18-02	Reporting CCC-1099-A's to Producers and IRS	State and County Offices and KC-ITSTO
FI-2515 1-18-02	Privately Owned Vehicle (POV) Mileage Rate Increases	FSA and FAS Offices
LP-1833 1-18-02	Final Date for 2001 Karnal Bunt Compensation	State and County Offices
PN-650 1-17-02	End of Year Automation Sequence Before Rollover to 2002 Marketing Year	Peanut State and County Offices

Continued on the next page

National Procedure Checklist No. 1880 (Continued)

**Temporary
Directives
(Continued)**

Short Reference and Effective Date	Title	For
TB-1028 1-17-02	Burley Tobacco Open Designation	Burley Tobacco State and County Offices
TB-1029 1-17-02	Referenda on Mandatory Grading of Quota Tobacco	Tobacco State and County Offices

**Permanent
Directives**

Permanent directives issued since the last weekly checklist are listed in this table.

Short Reference and Effective Date	Title	For
1-CM (Rev. 3) Amend. 1 1-15-02	Common Management and Operating Provisions	All FSA Offices
10-SU (Rev. 3) Amend. 8 1-17-02	Sugar Loans	Sugar State and County Offices

**Procedure
Notices**

Procedure notices issued since the last weekly checklist are listed in this table.

PN Issue No.	Date	For
PN Issue No. 132	1-23-02	State and County Offices

**Obsolete
Directives**

Directives made obsolete since the last weekly checklist are listed in this table.

Short Reference	Date of Obsolescence	Made Obsolete By
1-CM (Rev. 2)	1-15-02	1-CM (Rev. 3) Amend. 1

Continued on the next page

National Procedure Checklist No. 1880 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
FSA	416	01-09-02	Procedure Clearance Jacket	nofile.htm	MSD Supply Room KC Whse	Folder	WDC	1-AS, 21-AS		This form was revised. Destroy old stock. A distribution has been made. Tentative delivery date is 02-17-02.
KC	732-A	01-08-02	CCC Check Transmittal (CCC-374)	KC0732-A.DOC	RPL/DOC	Sheet	FOD-CMB, IMPD-ISB			Revised form; destroy all previous stocks/files.
KC	969	01-03-02	Request for Examination and/or Financial Review	KC0969.DOC	RPL/DOC	Sheet	BCD-SCB, CRD-FRB, WLED-EB, WLED-LAB, D&DOD-P&WB			Revised form; destroy all previous stocks/files.
KC	999	05-09-95	Category 6 - Addresses (Sales/Prisons)	KC0999.DOC KC0999.WPD	RPL/WP/DOC	Sheet	D&DOD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1094	01-14-02	Request for Procedure	KC1094.DOC	RPL/DOC	Sheet	All Divisions			Revised form; destroy all previous stocks/files.
KC	1099	1-15-02	Request for and Transmittal of Documents	KC1099.DOC	RPL/WP	Sheet	BCD, CRD, WLED, DMD-DCB			Revised form; destroy all previous stocks/files.
KC	1102	05-17-99	Financial Management System Output Request	nofile.htm		MP/2 Head to head	FAD, AFAD, APD, FOD, OMSD, DMD, BCD, WLED, FMD-FARAB			Obsolete as a result of Financial Management System being discontinued; destroy all stocks/files.
KC	1123	03-23-79	Classification of Collections	KC1123.DOC KC1123.WPD	RPL/WP/DOC	Sheet	FAD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1136	03-11-96	Daily Closing Prices	KC1136.DOC KC1136.WPD	RPL/WP/DOC	Sheet	BCD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1140-A	09-16-97	Producer Payment Reporting System - Punching Document	KC1140-A.DOC KC1140-A.WPD	RPL/WP/DOC	Sheet	FOD			Now available in Microsoft Word fillable format; no changes made to content of form.
KC	1193	1-22-02	Statement for Extension of Stop Storage Date	KC1193.DOC	RPL/DOC	MP/2 Head to head	BCD-SCB			Revised form; destroy all previous stocks/files.
KC	1202	05-15-95	Confirmation of Inventory Release	KC1202.DOC KC1202.WPD	RPL/WP/DOC	Sheet	EOD			Now available in Microsoft Word fillable format; no changes made to content of form.

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1/ Filing codes pertain only to State and County Offices.

National Procedure Checklist No. 1880 (Continued)

USDA/FSA

Prefix	Form No.	Edition Date	Form Title	Filename(s)	Stocked By	Unit Issue	Used By	WDC Directives	File Code <u>1/</u>	Remarks
KC	1216	1-22-02	Shipment of Magnetic Tapes	KC1216.DOC	RPL/WP/DOC	Sheet	BCD, DMD-PCB, IMPD			Revised form; destroy all previous files/stocks.
KC	1233	01-14-91	Instruction Slip Concerning Signatures	KC1233.DOC KC1233.WPD KC1233.PDF	RPL/PDF/WP/DOC	Sheet	BCD-SCB			Now available in Microsoft Word; no changes made to content of form.
KC	1236	1-22-02	BCD File Cross Reference	KC1236.DOC	RPL/DOC	Sheet	BCD-SCB			Revised form; destroy all previous files/stocks.
KC	1283	03-01-68	Collection Control Record	KC1283.DOC KC1283.WPD	RPL/WP/DOC	Card	FAD			Now available in Microsoft Word fillable format; no changes made to content of form.
MQ	5 (2002) Burley	01-18-02	Burley Mandatory Grading Referendum Ballot	nofile.htm	Burley Tobacco State Offices	Sheet, Pad 100	County Offices	1-PA, Notice TB-1029		This form was revised. Destroy old stock. A distribution has been made to the Burley Tobacco State Offices. Tentative delivery date is 02-01-02.
MQ	5 (2002) Cigar	01-18-02	Cigar (Types 42-44 and 53-55) Mandatory Grading Referendum Ballot	nofile.htm	OH and WI State Offices	Sheet, Pad 100	County Offices	1-PA, Notice TB-1029		This form is new. A distribution has been made to OH and WI State Offices. Tentative delivery date is 02-01-02.
MQ	5 (2002) DAC	01-18-02	Dark Air-Cured Mandatory Grading Referendum Ballot	nofile.htm	IN, KY and TN State Offices	Sheet, Pad 100	County Offices	1-PA, Notice TB-1029	N/A	This form has been revised. Destroy old stock. A distribution has been made to IN, KY and TN State Offices. Tentative delivery date is 02-01-02.
MQ	5 (2002) FC	01-18-02	Flue-Cured Mandatory Grading Referendum Ballot	nofile.htm	AL, FL, GA, NC, SC and VA State Offices	Sheet, Pad 100	County Offices	1-TB(SCOAP), 1-PA, Notice TB-1029	N/A	This form was revised. Destroy old stock. A distribution was made to AL, FL, GA, NC, SC and VA. Tentative delivery date is 02-01-02.
MQ	5 (2002) FireCured	01-18-02	Fire-Cured Mandatory Grading Referendum Ballot	nofile.htm	KY, TN, and VA State Offices	Sheet, Pad 100	County Offices	1-PA, Notice TB-1029	N/A	This form was revised. Destroy old stock. A distribution has been made to KY, TN and VA. Tentative delivery date is 02-01-02.
MQ	5 (2002) Va. Sun	01-18-02	Virginia Sun-Cured Mandatory Grading Referendum Ballot	nofile.htm	VA State Office	Sheet, Pad 100	County Offices	1-PA, Notice TB-1029	N/A	This form was revised. Destroy old stock. A distribution has been made to the VA State Office. Tentative delivery date is 02-01-02.

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National Procedure Checklist No. 1880 (Continued)

State Office The reports due in February are listed in this table.
Reports
Calendar

Due Date	Title	Directive Requiring Report
2-7-02	Cost-Share Requests Status Report (CEP-50R)	1-CONSV
2-7-02	Progress Report for ACP (ACP-305)(CEP-16R)	1-CONSV
2-7-02	Progress Report for ECP (ACP-305)(CEP-18R)	1-CONSV
2-7-02	Progress Report for RCWP (ACP-305)(CEP-25R)	1-CONSV
2-7-02	Progress Report for SIP (ACP-305)(CEP-46R)	1-CONSV
2-7-02	Progress Report for ECPHS (ACP-305)(CEP-52R)	1-CONSV
2-7-02	Progress Report for ECPHSF (ACP-305)(CEP-55R)	1-CONSV
2-7-02	Progress Report for ECPMWF (ACP-305)(CEP-56R)	1-CONSV
2-7-02	Progress Report for ECPMWF2 (ACP-305)(CEP-57R)	1-CONSV
2-7-02	Interim EQIP Progress Report (CEP-60R)	1-CONSV
2-7-02	Progress Report for EQIP (ACP-305) (CEP-60R)	1-CONSV
2-7-02	TAP Progress Report (AP-305) (CEP-62R)	1-CONSV
2-7-02	Progress Report for ECPMP (ACP-305) (CEP-63R)	1-CONSV
2-7-02	Progress Report for PRP (ACP-305) (CEP-65R)	1-CONSV
2-7-02	Progress Report for ECPCGF (ACP-305) (CEP-67R)	1-CONSV
2-11-02	Crop Compliance Data Report (PA-118R)	2-CP
2-11-02	Late Voucher Report (NAP-1R)	2-NAP
2-11-02	LA Interest Payment Report (NAP-2R)	2-NAP
2-15-02	RCWP Status Report (CEP-28R)	1-RCWP
2-22-02	Reconciliation of Peanut Basic and Effective Quota (PA-126R)	1-PN